



GENERAL JOB AID

Workaround for Accessing the SAP Training Sandbox (Client 899)

**CRITICAL!**

Due system configurations, normal access to the SAP Training Sandbox (Client 899) is not possible at one time. Technical staff are working on the issue and hope to have it resolved in January 2017. Use this document to access the Training Sandbox in the meantime.

Welcome State of North Carolina Employees

NCID *
 Password *

For human resources, payroll or BEACON system assistance, call 919-707-0707 in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday.

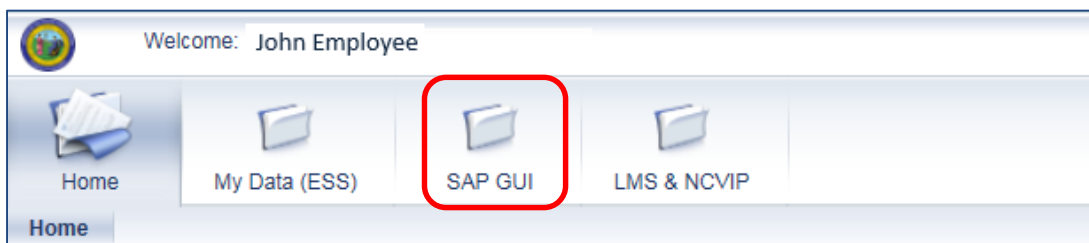
For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

1. Log into the OSC Integrated SAP HR/Payroll portal: <https://mybeacon.its.state.nc.us/irj/portal>.


**Information**

If you receive errors logging in, please contact your Agency's NCID administrator to resolve the problem.

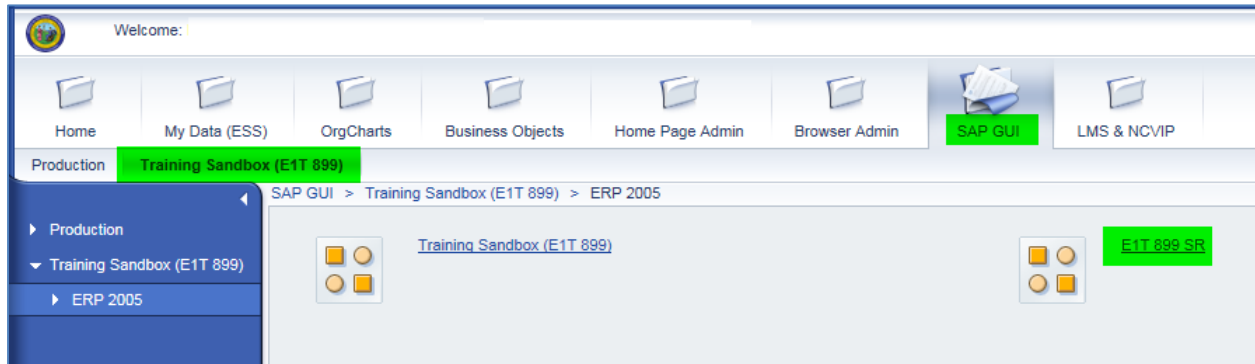


2. Click the **SAP GUI** folder.

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STOP... If you receive a dialog box requesting that you open or save a file. This means that the SAP software has not been installed on your computer. Contact your agency's IT helpdesk and request a SAP software installation.



3. Select *SAP GUI* → *Training Sandbox (E1T 899)* → **E1T 899 SR**.

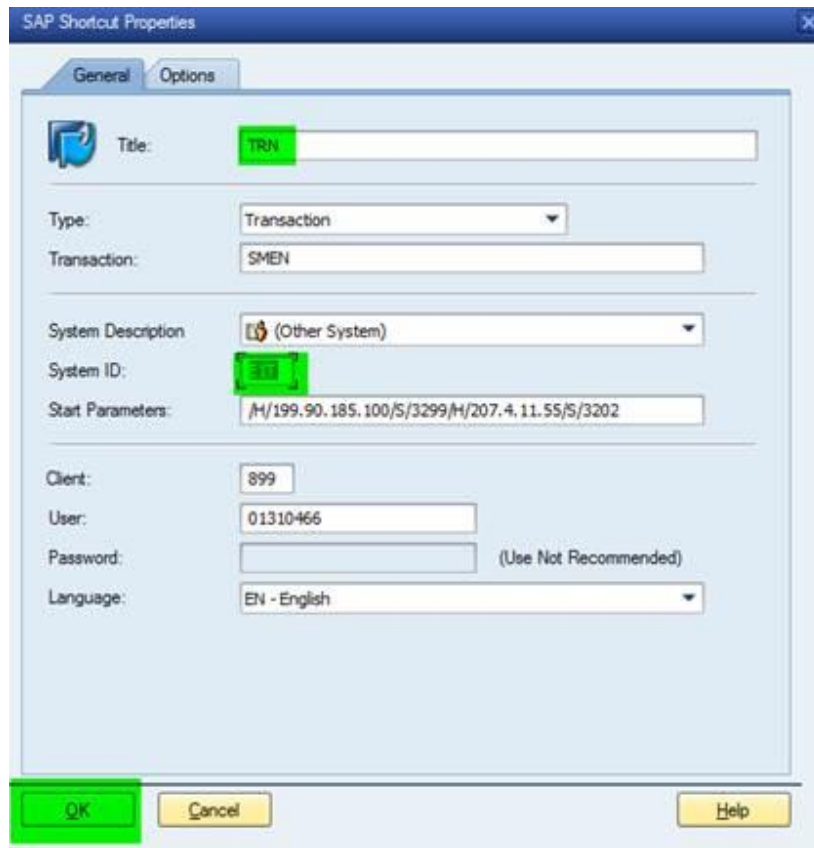


4. A pop-up box opens at the bottom of the screen. Click the **Open** button.



5. Click the **OK** button.

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The screenshot shows the 'SAP Shortcut Properties' dialog box with the 'General' tab selected. The fields are as follows:

- Title:** TRN
- Type:** Transaction
- Transaction:** SMEN
- System Description:** (Other System)
- System ID:** EIT
- Start Parameters:** /H/199.90.185.100/S/3299/H/207.4.11.55/S/3202
- Client:** 899
- User:** 01310466
- Password:** (empty) (Use Not Recommended)
- Language:** EN - English

At the bottom, there are three buttons: OK, Cancel, and Help. The OK button is highlighted in green.

6. Type *any text* in the **Title** field (e.g. TRN).
7. Type **EIT** in the **System ID** field.
8. Click the **OK** button.